

NEW! i4see State Reports Online

There Are Two New State Level Reports On The Workbench

1. **One SASID Too Many Days** – This report will tell you if any of your students were reported as attending more than 360* half days. This often occurs because the student is reported as attending in another school, possibly at the same time that they are reported in your school. Please work with the other school(s) to establish correct entry and exit dates for these students, so that their membership does not exceed the appropriate maximum of 360* half days. The information you will need, including school name and telephone number are on the report. See below for the process to use to change your reports.
2. **ADM Comparison** – This report allows you to compare the Average Daily Membership (ADM) reporting on the A3, General Statistical Report to the ADM summarized from the i4see EOY Enrollment records. The report is broken down by district by grade level. The results should be the same number of half days membership at each grade level. If they do not agree, there is an error in one report or another and further investigation is needed.

How to Reconcile

Reconciling either or both of these reports may result in the need to revise the A3, General Statistical Report or a record in a batch on the i4see workbench. If this is necessary, please do the following:

- A. Complete the reconciliation of both reports and determine where the revisions need to be made on the state reporting. Contact your central office personnel to confirm your findings and ask them to work with you to make the revisions.
- B. Call Sandy Hyslop or Kathleen Schoeneman to request the uncertification of the report needing revision (the A3 and/or the i4see district EOY submission).
- C. Make the necessary revisions and have the i4see files re-certified and the A3 recertified and signed.

Please call if you have questions!!

Sandy Hyslop- 271-2831

Kathleen Schoeneman – 271-2778

*We allow for variance in school schedules